

## Checking the Accuracy and Completeness of your SRS4 Reports

Please use this form to assist you in evaluating your state's data. If you answer "No" to any of the questions please take some time to go back through, review, and make changes or advise your counties how to revise their data.

### Confirm the System Configuration (see box at top of Main Switchboard)

- |  |     |    |
|--|-----|----|
| 1. Does your Unit ID and Unit Name match what is listed in Table 1 (see p.3)? . .              | YES | NO |
| 2. Did you start a new Reporting period with an end date on or before Sept. 30 <sup>th</sup> ? | YES | NO |
| 3. Did you create a new DataDB? . . . . .  | YES | NO |
| 4. Did you create a new TableDB? . . . . .   | YES | NO |
| 5. Is the correct DataDB attached? . . . . .   | YES | NO |
| 6. Is the correct TableDB attached? . . . . .  | YES | NO |

### Import all County Reports – (see Import Status)

- |  |     |    |
|--|-----|----|
| 7. Do you have data from every county in your database? . . . . .                              | YES | NO |
| 8. Is each county listed only once? . . . . .  | YES | NO |
| 9. Does every county have the correct Unit ID? . . . . .                                       | YES | NO |
| 10. Does every county have all the Import Components <sup>1</sup> your state requires? . . . . | YES | NO |
| 11. Does every county have their Federal Filters <sup>2</sup> installed? . . . . .             | YES | NO |

### Verify the Accuracy of your Aggregated State Data (click on Reports from the Main Switchboard)

For each of the following please enter the value and rate whether or not it seems accurate.

#### 12. View the **Adult Summary Report**. Do the following values seem accurate?

- |           |   |     |    |
|-----------|---|-----|----|
| _____     | Total Number of Units (found in bracket at the top). . . . .          | YES | NO |
| #1 _____  | Total Number of Program Families . . . . .                            | YES | NO |
| #6 _____  | % Families Enrolled in one or more Food Assistance Programs . . . . . | YES | NO |
| #10 _____ | % Pregnant . . . . .  | YES | NO |
| _____     | % Nursing . . . . .   | YES | NO |
| _____     | % Pregnant & Nursing . . . . .  | YES | NO |
| _____     | % < 20 and Pregnant and/or Nursing . . . . .                          | YES | NO |
| #11 _____ | % that had Group Instruction . . . . .                                | YES | NO |
| #12 _____ | % that Completed the Program . . . . .                                | YES | NO |
| #13 _____ | Mean # Months in Program for those who Completed it . . . . .         | YES | NO |
| #17 _____ | % of Enrollment in Other Programs due to EFNEP . . . . .              | YES | NO |
| #18 _____ | Mean # Lessons Taught . . . . .                                       | YES | NO |

#### 13. View the **Youth Summary Report**. Do the following values seem accurate?

- |          |   |     |    |
|----------|---|-----|----|
| #1 _____ | Number of Youth . . . . .                       | YES | NO |
| #5 _____ | Number of Impact Indicators Evaluated . . . . . | YES | NO |

<sup>1</sup> **Import Component** requirements vary by state. A - Adult; D - Diet; C - Behav Checklist; P - Perinatal; Y - Youth; S - Staff; I - Interagency Coop.

<sup>2</sup> **Federal Filters** can be checked by clicking – Browse - Adult Summary. Each county should have some of the EFNEP RC codes listed. If not, the county will need to go to <http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html>, install the Federal Filters and resubmit.

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14. View the **Paraprofessional and Volunteer Summary Reports**. Do the following values seem accurate?

#1	_____ Number of Paraprofessionals . . . . .	YES	NO
#1	_____ Number of Volunteers . . . . .	YES	NO

15. Click the box next to “Extrapolate to all Graduates” and view the **Behavior Checklist Summary Report**. Do the following values seem accurate?

_____ Number of Participants Evaluated . . . . .	YES	NO
_____ Number of Additional Questions . . . . .	YES	NO

16. Click the box next to “Extrapolate to all Graduates” and view the **Diet Summary Report**. Does the following seem accurate?

_____ Number of Graduates Evaluated . . . . .	YES	NO
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**Fix any “No’s”** (“No’s” indicate errors – you need to review your data)

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17. Please use the following as a guide as you go back through, review and revise your data.

- |         |  |
|---------|--|
| Q 1-2   | Click on System Admin. and update your System Configuration. Please use Unit IDs and Unit Names listed Table 1 (see p. 3) even if you have used something else in the past.  |
| Q 3-6   | Click on System Admin - DataDB & TableDB to create new files or attach the correct ones.   |
| Q 7-10  | Have counties correct their system and resend their data if they have an incorrect Unit ID or are missing Import components. Please make sure you use the “X” button to delete any duplicate databases (i.e. one county is in the system twice due to improper Unit ID) or blank databases (e.g., a county is listed that no longer delivers EFNEP). These should not be sent forward to the Federal office. |
| Q 11    | Instruct counties to go to <a href="http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html">http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html</a> and follow the link to download Federal Filters if they are missing; Federal Filters are required. Counties should resubmit data after installing this update.  |
| Q 12-16 | Review the county reports more thoroughly, look for errors, and have any county that has an error revise their data and resend if any of the numbers or percentages seem inaccurate.   |

### Export your SRS4 Data to the Federal Office

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**SRS4 data should only be exported to the Federal office after all of the red “No’s” are corrected and you are confident your data is accurate and complete.** The *EFNEP Evaluation/Reporting System State Level User's Guide* has some basic export instructions (see <http://www.csrees.usda.gov/nea/food/efnep/ers/documentation/srs4usr.pdf>, p. 57), but please send an email to [crs-help@lyris.csrees.usda.gov](mailto:crs-help@lyris.csrees.usda.gov) should you have any questions.

Please use the directions below to send your data by email or by mail. Once your data is received you will receive confirmation from Stephanie Blake. If you do not hear back, in a reasonable amount of time please follow-up!

1. If you are submitting your report by **email** please send to Stephanie Blake – [sblake@csrees.usda.gov](mailto:sblake@csrees.usda.gov) using the following instructions:

After the state data has been exported the system creates the file ‘EXPSUM40.ZIP’. Due to complications we can not receive zip files, so we ask that you please rename the extension to your 2-letter state abbreviation and the number “1”. For example, Idaho’s file would then be ‘EXPSUM40.id1’. A new system will be in place next year to make this easier.

## Checking the Accuracy and Completeness of your SRS4 Reports

2. If you are submitting your report by **mail**, you do not have to rename your file. Please use the address below as appropriate. Mail sent through USPS will take a long time to get here (months), but anything not sent through FedEx must be sent to that address. Our building (800 9<sup>th</sup> Street) will only accept packages that are hand delivered. Please email me if you need clarification [sblake@csrees.usda.gov](mailto:sblake@csrees.usda.gov)

### If sending by **FedEx**:

Stephanie Blake  
USDA/CSREES  
800 9th Street, SW - Room 4319  
Washington, DC 20024

### If sending through the **USPS**:

Stephanie Blake  
USDA/CSREES/F4HN  
1400 Independence Ave., SW - STOP 2225  
Washington, DC 20250-2225

**Table 1: SRS4 Unit IDs and Unit Names for all Institutions** – please use these Unit IDs and Unit Names even if you have used something different in the past

<u>Unit ID</u>	<u>Unit Name</u>	<u>Unit ID</u>	<u>Unit Name</u>
AK002	U. of Alaska - Fairbanks	MP069	Northern Marianas College
ALAM	Alabama A&M	MSALC	Alcorn State University
ALAU	Auburn University	MSST	Mississippi State
ALTUS	Tuskegee University	MT030	Montana State University
ARPB	U. of Arkansas at Pine Bluff	NCAT	NC A&T
ARUOF	U. of Arkansas	NCST	NC State University
AS060	Ame. Samoa Community College	ND038	ND State University
AZ004	U. of Arizona	NE031	U. of Nebraska - Lincoln
CA006	U. of California - Davis	NH033	U. of New Hampshire
CO008	Colorado State University	NJ034	Rutgers, the State U. of NJ
CT009	U. of Connecticut	NM035	NM State University
DEST	Delaware State	NV032	U. of Nevada
DEUOF	U. of Delaware	NY036	Cornell University
FLAM	Florida A&M	OH039	Ohio State University
FLUOF	U. of Florida	OKLAN	Langston University
FM064	College of Micronesia	OKST	Oklahoma State
GAFTV	Fort Valley	OR041	Oregon State University
GAUOF	U. of Georgia	PA042	Penn State University
GU066	U. of Guam	PR072	U. of Puerto Rico
HI015	U. of Hawaii at Manoa	RI044	U. of Rhode Island
IA019	Iowa State University	SCCLE	Clemson University
ID016	U. of Idaho	SCST	SC State University
IL017	U. of Illinois	SD046	SD State University
IN018	Purdue University	TNST	TN State University
KS020	Kansas State University	TNUOF	U. of TN
KYST	Kentucky State	TXAM	Texas A&M
KYUOF	U. of Kentucky	TXPV	Prairie View A&M
LALSU	Louisiana State University	UT049	UT State University
LASO	Southern University	VAST	VA State University
MA025	U. of Massachusetts	VATEC	Virginia Tech
MDCP	U. of MD – College Park	VI078	U. of the Virgin Islands
MDES	U. of MD – Eastern Shore	VT050	U. of Vermont
ME023	U. of Maine	WA053	WA State University
MI026	Michigan State University	WI055	U. of Wisconsin
MN027	U. of Minnesota	WVST	West Virginia State University
MOLIN	Lincoln University	WVU	West Virginia University
MOUOF	U. of Missouri	WY056	University of Wyoming